



Acquisition policy

Name of Policy	Acquisitions Policy
Aim of Policy	The purpose of the policy is to ensure a clear selection criteria for acquisitions so that the organisation only takes on sites that further its aims.
Related Organisational Aims & Objectives	
Intended Audience	Council Members
Approved By	NAT Council
Date Approved	04.04.2017
Review Cycle	2 years
Review Due Date	April 2019
Individual Responsible for Review	Co-Directors
Comments on Last Review	

Acquisition Policy

Each of criteria 1-5 below must be met before acquisition of a site is taken forward:

1. **Archaeological significance:** The site must be a scheduled monument.
2. **Condition:** The site must be on the Historic England 'Heritage at risk' register
3. **Access:** The site must be physically accessible to the public; and ownership by NAT must increase public benefit
4. **Funding:** The funding package must include:
 - a. External capital support for purchase. Where acquisition through purchase is not appropriate, the Trust may enter into management/lease agreements.
 - b. an endowment or other structured package to cover long-term maintenance costs - the property should be, and should be expected to remain, financially self-supporting. Where a management/lease agreement is agreed, this must include a break clause which can be operated if funding for maintenance ceases.
5. **Staff capacity:** Assessment must be made of in-house capacity to manage the acquisition, repairs and future management of the site in the context of the existing portfolio

In addition to the first five criteria, if the Trust is in a position where it is considering more than one type of site for acquisition, it will take into account a sixth criterion:

6. **Monument type and/or location:** The site reflects the special nature and diversity of the county's archaeology in a way not present in the Trust's current site portfolio OR is located in an area not currently represented in the Trust's current site portfolio.
7. **Exceptions**

If the proposed site does not fulfil criteria 1- 5, it may be considered under the following exceptional circumstances:

- where a site is not currently scheduled but judged to be a nationally important archaeological site and at risk (as assessed by Historic England Advisor). The site must fulfil the funding, access and staff-capacity criteria 3-5 above.
- where a site is not on the Heritage at Risk register, but there is a proposal to gift it to the Trust. The site must be a scheduled monument (Criterion 1), and must fulfil the funding, access and staff-capacity criteria 3-5 above.
- where the archaeological significance of land immediately adjacent to Trust-held land has been demonstrated, and acquisition would provide conservation benefits, or would protect the setting of the Trust-held site. The site must fulfil the funding, access and staff-capacity criteria 3-5 above.

Related issues

- Disposal: The Trust will, from time to time consider disposal of sites, or withdrawal from management agreements, where the site is no longer at risk; and it has been demonstrated that a potential new owner, or the current owner in the case of management agreements, is in a position to manage the site appropriately e.g. a local heritage trust, or parish council.
- Management Agreements: Where the Trust owns sites, it will continue to consider entering into long-term management agreements with other organisations, such as English Heritage, or local councils, where sharing management responsibilities will provide conservation benefits.

Updated April 2017